



Dr. MCR Human Resource Development Institute
Foundation Course for Assitants (DR)
27th July to 18th September,2015.

FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE

		Dt.17.08.15-22.08.15				WEEK-4 R1		
		17.08.2015 Monday	18.08.2015 Tuesday	19.08.2015 Wednesday	20.8.2015 Thursday	21.08.2015 Friday	22.08.2015 Saturday	
9.30am to 10.30am	A	DFPRs (Sri K.Venkataramana,Sr.A.O/P AO , IT dept)	Disability Issues (Dr. V. Deepa Nair Associate Professor)	Handling of Govt. Litigation(CAT and Court) (Sri Y.V.Ramakrishna, Registrar General (Retd), AP High Court)	CSS(CCA Rules) (Sri N.Radhakrishnan AAO) (9.00am to12.00 noon)	Personality Development and Etiquette (Smt Y.Sridevi,Principal Pinacle Institute of Hotel Management)	Presentations on W2FW by the Trainees	
	B	Disability Issues (Dr. V. Deepa Nair Associate Professor)	Leadership (Sri N.C.V.Rajesh,Jr.Fa culty)		T.A.Rules (Sri K.Venkataramana, Sr.A.O/PAO , IT dept)			CSS(CCA Rules) (Sri N.Radhakrishnan AAO)
10.40 am to 11.40am	A	DFPRs (Sri K.Venkataramana,Sr.A.O/P AO , IT dept)	Disability Issues (Dr. V. Deepa Nair Associate Professor)		CSS(CCA Rules) (Sri N.Radhakrishnan AAO)(9.00am to12.00 noon)	Personality Development and Etiquette (Smt Y.Sridevi,Principal Pinacle Institute of Hotel Management)		
	B	Disability Issues (Dr. V. Deepa Nair Associate Professor)	Leadership (Sri N.C.V.Rajesh,Jr.Fa culty)		T.A.Rules (Sri K.Venkataramana, Sr.A.O/PAO , IT dept)			CSS(CCA Rules) (Sri N.Radhakrishnan AAO)
11.40am-12.00noon TEA B R E A K								
12.00Noon to 1.00 pm	A	Rural Development Concepts and Approaches (Dr.K.Tirupataiah IFS)	Senisitization towards Elderly People (Dr.Shanker)	Handling of Govt. Litigation(CAT and Court) (Sri Y.V.Ramakrishna, Registrar General (Retd), AP High Court)	Interactive Session with Sri Arvind Kumar IAS,Secretary to Govt. TS (Industries Dept.)	Will be Announced Later		
	B		Leadership (Sri N.C.V.Rajesh,Jr.Fa culty)			CSS(CCA Rules) (Sri N.Radhakrishnan AAO)		
1.00pm to 2.15pm LUNCH BREAK								
2.15pm to 3.15pm	A	Communication Skills (Sri.VLN Gupata,AAO)	Presentation Skills (Dr.O.Vijayasree Professor)	Introduction to concepts and study of PRA and PLA tools (Dr.K.Tirupataiah IFS)	T.A.Rules (Sri K.Venkataramana, Sr.A.O/PAO , IT dept)	Practical Training of PRA & PLA Tools		
	B				Personality Development and Etiquette (Smt Y.Sridevi,Principal Pinacle Institute of Hotel Management)			
3.15pm to 3.30pm TEA B R E A K								
3.30pm to 4.30pm	A	Communication Skills (Sri VLN Gupata,AAO)	Presentation Skills (Dr.O.Vijayasree Professor)	MS Office -Practice	T.A.Rules (Sri K.Venkataramana, Sr.A.O/PAO , IT dept)	Practical Training of PRA & PLA Tools		
	B				Personality Development and Etiquette (Smt Y.Sridevi,Principal Pinacle Institute of Hotel Management)			
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall				